

# **Touseef Nawaz**

**Date of birth:** 09/08/1996

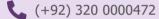
Nationality: Pakistani

**Gender:** Male

#### CONTACT

Sargodha Road Jhang Sadar H/N 1342 Jhang, Pakistan (Home)





#### **ABOUT ME**

I am highly motivated and determined person, eager to learn more and Always willing to share knowledge, therefore looking for a challenging position in a progressive

Educational institution with an open, diverse and creative research and working environment

### **WORK EXPERIENCE**

01/04/2013-10/11/2016 Jhang, Pakistan

**Computer Operator** Superior Group of Colleges

"I proudly served as a Computer Operator at Superior College, Jhang, from 2013 to 2016. During this time, I efficiently managed critical data, provided technical support, and ensured the seamless operation of computer systems.

12/2021-11/2022 Faisalabad, Pakistan

Work in process control Masood textile mill

"As a WIP Officer at Masood Textile from 2021 to 2022, I played a pivotal role in optimizing production processes, managing work-in-process inventory, and ensuring seamless operations.

#### EDUCATION AND TRAINING

2016 - 2020 Faisalabad, Pakistan

Bachelor in computer science Government College University, Faisalabad

2012 - 2014 Faisalabad, Pakistan

**HSSC** – BISE Faisalabad, Pakistan

2009 - 2011, Pakistan

**SSC,** BISE Faisalabad, Pakistan

03/2014- 07/2014 vocational Training Institute jhang

**Application Database** Punjab vocational Training Council

05/2021-09/2021

**CCNA** Faisalabad, Pakistan

Hotel Marketing& HRM

04/2022-03/2024 Skill Professional Education Council

#### LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu
OTHER LANGUAGE(S): English

#### **DIGITAL SKILLS**

Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Teams | Digital Assessment Tools (Google Forms) | Data analysis | (Microsoft | Excel) | Office work | HRM | Administration

## ADDITIONAL INFORMATION

#### **Honours**

**01/04/2013-10/11/2016** Superior Group of Colleges Jhang.

Best Operation clark

12/01/2021-25/11/2022 Masood textile mill

Best Administration

#### Management and leadership skills

**Achievement** I have owned my management and leadership skills by fostering open communication and empowering my team to achieve their full potential.

**Network:** Connect with other leaders to share insights and best practices.

By focusing on these areas and regularly evaluating your progress, you can enhance your Management and leadership skills effectively.